Learning Systems Administrator/Instructional Designer
IS Business Automation Senior

Position Summary

The STAR (State Transforming Agency Resources) Program Office is responsible for the State of Wisconsin System's initiative to replace its legacy finance, procurement, human resources/payroll/benefits and budget systems with Oracle's PeopleSoft software.

This position is a part of the STAR Training team, responsible for developing and delivering effective training and learning management to stakeholders of the PeopleSoft ERP implementation. This includes activities such as designing and developing STAR technical training courses f, deployment and management of course content in the STAR ELM system, assist with the configuration, deployment and support of the State's Enterprise Learning Management System (ELM).

Goals and Worker Activities

40%   A.   Administration and Support of the State Enterprise Learning Management System (ELM)

      A1.   Assist in the design and configuration of the ELM system to meet Agencies' business requirements for delivering, tracking and reporting staff professional development.

      A2.   Assist in the deployment phase of ELM for each agency including data conversion of master training data load, historical training data load.

      A3.   Assist in the development of reports to assess and identify gaps in processes.

      A4.   Assist in the Updating of STAR ELM documentation.

      A5.   Assist in the creation of query reports requested by division program areas.

30%   B.   Conduct testing and implementation of new/modified automated IT systems.

      B1.   Assist in system testing of STAR ELM system to ensure the proper operation and processing function of systems.

      B2.   Assist in STAR ELM system testing, including helping conduct user acceptance testing.

      B3.   Assist in the documentation of recommendations regarding implementation of system enhancements.

      B4.   Help coordinate other staff, as appropriate, in the testing and implementation processes.

25%   C.   Develop technical documentation and training materials for the STAR business areas.

C1.   Design, develop and deliver effective PeopleSoft technical training programs to end users, including the creation of online computer-based training modules, learning assessment and the evaluation of course effectiveness for continuous improvement.

C2.   Assist in the development of PeopleSoft training materials and comprehensive end-user documentation for State-wide STAR technical training initiatives.

C3.   Deployment and management of STAR Technical course content in ELM related to STAR.

C4.   Maintain the STAR Connection Website training and documentation resources.

5%   D.   Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of learning theories and the demonstrated ability to translate these into effective instruction.
2. Experience conducting and developing training programs to include instructional design and course development.
3. Knowledge of learning theories and the ability to translate these into effective course instruction.
4. Understanding of adult learning principles and the experience developing training sessions to address these.
5. Knowledge and experience with the usage and administration of Learning Management Systems with the ability to support end-users of the system
6. Proficiency in the use of the computer software programs, presentation technology, and Web-based systems (including MS Word, Excel, Access, Power Point , Adobe Creative Suite, Adobe Captivate, and Web-based content delivery systems)
7. Strong analytical skills. Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
8. Problem-solving skills. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations.
9. Planning and organization/Project Management Skills. Able to coordinate many different project tasks (determines relative importance of each; prioritizes and plans work activities; sets appropriate deadlines to complete activities accordingly); effectively manages time and resources; sets goals and objectives.
10. Teamwork and Issue resolution skills. Balances team and individual responsibilities; exhibits objectivity and openness to others' view; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; supports every team member's effort to success; ability to obtain resolution by team consensus when differences in business processes are discussed.
11. Excellent oral and written communication skills. Speaks clearly and persuasively in positive or negative situations; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; varies writing styles to meet needs; presents numerical data effectively.